Accelerated SAP *State of Utah*	**Organization/Area:** **Agency Payroll Administration**	**BUSINESS PROCESS PROCEDURE** **Payroll Department** **Time Sheet Comments Report**	
File Name:	H:\APAYROLL\BP- Manage Time & Attendance\BPPs External\Time Sheet Comments Report	Release:	R/3 4.6C
Responsibility:	Agency Payroll Person	Status:	Issued10/17/05Revised

Overview

Trigger:

Agency staff can run this report to view comments accompanying entries made on the time entry screen by employees who use Employee Self Service to record their own time. Reviewing this report will help agency staff to identify data entry errors.

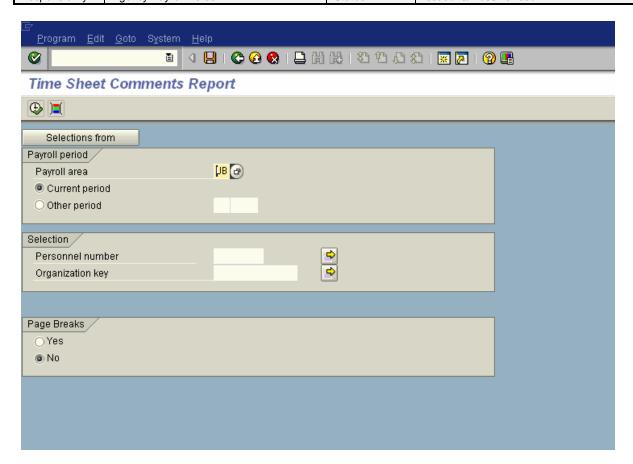| **Business Process Procedure Overview** |
|---|
| Employees who enter their own time in the Employee Self Service (ESS) System may enter a comment related to the hours worked or leave used. Employees may enter comments to justify leave used or hours worked to supervisors or for their own records. Comments are viewed by supervisors prior to approval of the employee's time. Only employees who are entering their own time in ESS have the option to enter a comment along with their hours.

Agency staff can run this report any time after the comment has been saved to verify state and agency policies regarding leave usage and hours worked are being followed.

Any discrepancy regarding leave used or hours worked that agency staff identifies by running this report should be directed to the employee's supervisor. |

Procedural Steps

1.1. Access transaction by:

Via Menu	Reports after Entry>Time Sheet Comments Report
Via Transaction Code	Z_HR_TIMESHEET_COMMENTS_RPT
Via Favorites Menu	Time Sheet Comments Report

Double click on "Time Sheet Comments Report" and the following screen will appear:

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employees
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No

1.2 **Specify the payroll area.** The screen defaults to the correct area, UB.

1.3 **Select the pay period for which you want the report**. You can select the current period or other periods. To select an "other period", click the "Other period" button and enter the period number and the calendar year.

1.4 **Enter the "Personnel number" only if you want to report on specific employees. The "Personnel number" field may be left blank if using the agency**

"Organization key" to select all employees. Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.5 **Enter the "Organization key" to select all employees within a specific organization. The key is comprised of the Agency code followed by a blank space, the Organization code, and the Distribution code of the employees for which you are reporting.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 400 and orgs with 01, enter 400 (space) 01*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.6 **The "Page Breaks" buttons create a page break after each org change or not create any page breaks.** The default is No, do not create page breaks.

Example of the Time Sheet Entries Comments Report

```
Report No: Z_HR_TIMESHEET_COMMENTS_RPT              Time Sheet Comments                    Page    :       1
                                          For Pay Period Ending 10/07/2005              Run Date: 10/18/2005
                                               Pay Period 20 2005                       Run Time: 10:45:21

     Low  Dist
Agy  Org  Code EIN    Employee Name        Work Date  Absence/Attendance    Hours Comment
_____

100  0420 0000 131207 Child,  Julia        09/27/2005 Work                  12.00 Stayed late to finish entering payroll.
_____

100  0430 0000 119787 Rae,  Norman         09/27/2005 Sick                  2.00  Dr appointment 1-3.
                                           10/04/2005 Sick                  1.00  Dentist appointment

100  0430 0000 131399 Stanley,  Sarah  M   09/26/2005 Other - Emergency     8.00  Brother funeral
                                           09/27/2005 Other - Emergency     8.00  Brother died
                                           09/28/2005 Other - Emergency     8.00  Brother died

100  0430 0000 114573 Williams,  Serena    09/30/2005 Other - Admin         4.00  Governor's leave
```

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1.7 **To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

2 The report heading contains the following information:

- ➢ The report number

- ➢ The report title

- ➢ Page number

- ➢ Pay period end date

- ➢ Date the report was run

- ➢ Pay period number

- ➢ Time the report was run

2.1 The columns on the report are listed below with a brief description.

Agy   The employee's agency number.

Low Org   The employee's home org.

Dist Code   The employee's distribution code.

EIN   The employee's identification number.

Employee Name   The employee's name.

Work Date   The work or leave date to which the comment applies.

Absence/Attendance   The description of the absence or attendance entered.

Hours   Number of hours entered.

Comment   The employee's comment that corresponds to the day's absence or attendance entry.